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FORM 610 USE PREVIOUS EDITIONS

1 1 APR 1984

MEMORANDUM FOR THE RECORD

SUBJECT: Block Planning

Office of Personnel (PERS) Space Requirements

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1. On 21 March 1984, the undersigned met with to review Office of Personnel (OP) space requirements. The following topics were discussed:

SPECIAL SPACE:

a. Classroom/Interview 1,200 sq ft DD/E/DIV.4 Classroom 1,100 sq ft DD/E/DIV.4

Classrooms will be reviewed by OTE. It was noted that these rooms would be used for interviews of applicants and for personnel testing, such as typing test.

b. Computer Room 600 sq ft DD/E and DD/PA&E

What type of equipment is housed in this room? Is it for support of the WANG system?

c. Copy Room 300 sq ft 50 sq ft

It was stated that on each of floors 1 through 6 of the New Building there would be two copy centers. The smaller of the two requested was deleted, but the 300 square foot copy center run by the Employment Division would still be necessary. Over 10,000 copies are made per month because of the considerable paperwork involved with each applicant.

- d. File Rooms 1,800 sq ft main file room
 - -- The 1,800 sq ft main file room is to be located near a registry.
 - -- The 1,100 sq ft file room is to be used for position inventory.
 - -- The 1,000 sq ft file room was not originally listed on the run. It does presently exist at Ames. What is the function in this area?

-- The 400 sq ft file room was increased to 500 sq ft. Please explain the difference. The original 400 sq ft was OP's projected 1987 requirement.

e. Library

630 sq ft

This library primarily is used by PMCD for position description manuals. It was asked if OP could review their needs and consider if this effort could be relocated to OCR's main library.

f. Storage

50 sq ft

This storage room will be used for the storage of projection equipment.

OFFICE SPACE:

84 TO FIGURES

The Comptroller shows PERS receiving only 8 new positions, and PERS shows over 80. One of the main reasons for this difference is the reorganization in the DCI. EEO and the CT were placed under OP's responsibility.

We reviewed the computer run to see which groups would be located in the New Building, the Existing Building, or off the site. They were identified as follows:

Existing Building - SP/BSD/CPB

SP/BSD/PROTO

Offsite - Only DIV 4/WCO

New Building - All Others

STAT

New Building Project Office Office of Logistics

Distribution:
Orig - OL/NBPO

OP/Loq

STAT